Colchester Public Schools
Policy No. 4112.8
Nepotism – Employment of Relatives

Purpose
To maintain the integrity of the hiring and employment processes, avoid conflicts of interest, and ensure fair and equitable treatment of all employees and applicants.

Scope
This policy applies to all employees and applicants for employment within Colchester Public Schools.

Policy Statement
Colchester Public Schools recognizes the value of family relationships; however, to prevent conflicts of interest and the appearance of favoritism, the following guidelines shall govern the employment of relatives

1. **Prohibited Employment Relationships**
   No individual shall be employed in a position where a direct supervisory or evaluative relationship exists between two individuals who are related by blood, marriage, civil union, or law. This includes but is not limited to:

   - Parent and child
   - Spouse or civil union partners
   - Siblings
   - In-laws
   - Step-relations
   - Other familial relationships as defined by law

2. **Exceptions to the Policy**
   Exceptions to this policy can be made and must be:

   - Requested in writing by the Superintendent of Schools.
   - Approved by the Board of Education.
   - Documented with a clear rationale and included in the personnel files of all involved parties.

3. **Supervisory and Evaluative Relationships Involving Relatives**
   In situations where a relative is employed in a position that would typically involve direct supervision or evaluation of another relative, the following measures shall be implemented:

- The subordinate employee shall report to and be evaluated by another administrator, such as an Assistant Principal or another designated administrator.

- Any appeals or grievances filed by the subordinate employee shall bypass the relative and proceed directly to the next appropriate individual in the chain of command.

- Employees may not access confidential information regarding their employed relative. This includes, but not limited to, information regarding benefits selections, confidential medical information and personnel records that are not subject to public disclosure.

4. **Disclosure Requirements**
   All employees and applicants are required to disclose any familial relationships that may fall under this policy. Failure to disclose such relationships may result in disciplinary action or termination.

5. **Implementation and Oversight**
   The Human Resources Coordinator shall be responsible for the implementation and oversight of this policy, including maintaining records of disclosures and exceptions.

Legal References

- Connecticut General Statutes §§ 7-479, 46b-38nn, 46b-38oo, 10-153a et seq., 7-467 et seq.

Adopted: [Insert Date]